

**FULL APPROVAL FOR TRANSITION COORDINATOR  
Policy & Criteria**

**POLICY**

1. A request for full approval as a transition coordinator is initiated by the employer for a candidate who has met all criteria requirements of R.340.1799g (1).
2. A request for approval must be received by the Michigan Department of Education during the school year (July 1 to June 30) in which the effective date applies. Approval requests received after June 30 of the applicable school year will not be processed.
3. Transition Coordinator approval does not expire and is transferable from one employer to the next.
4. Transition Coordinator approval is effective from the beginning of the school year in which it is requested or the date that the training requirements were completed, whichever is later.

**CRITERIA**

1. The candidate must hold an earned bachelor's or graduate degree in special education or a field related to transition of youth with disabilities.
2. The candidate has completed a minimum of 3 years of satisfactory teaching experience in special or vocational education at the secondary level; or a minimum of 3 years of satisfactory employment providing transition-related service to individuals with disabilities between the ages of 13-26 years.
3. The employing superintendent or designee, must provide evidence that the candidate has met and is able to demonstrate the following competencies:
  - Knowledge of transition foundations to develop transition education, activities, and services for students, families, and service providers;
  - Effective facilitation, coaching, and leadership skills at a group and individual level;
  - Ability to engage in collaborative transition service delivery, and utilize interagency agreements;
  - Facilitate/teach pertinent transition practices (issues) to support special education and agency staff including:
    - Federal/Michigan Law
    - Curriculum/Best Practice
    - Delivery of Transition Services
    - Interagency Collaboration
  - Understand outcome measurement and evaluation of transition services.
4. Personnel signatures by the candidate, employing administrator, and ISD Superintendent/designee.

## **FULL APPROVAL FOR TRANSITION COORDINATOR**

### **Policy & Criteria**

Page 2

#### **PROCEDURES**

##### **The employer (LEA/ISD/State Agency -Facility) must:**

1. Initiate the request by completing the Full Approval for Transition Coordinator form including documentation of competencies. The following MUST be completed:
  - Candidate and Assignment information (ISD will complete code numbers)
  - Questions 1-4. (Attach documentation)
2. Forward all information to ISD; retain a copy for your records.

##### **The ISD will:**

1. Determine if the request is accurate and complete.
2. Submit request electronically to MDE-OSE/EIS; print off approval letter that is automatically generated after submission.
3. Retain a copy of the approval letter. Distribute a copy of the approval letter to the employer.

##### **The employer (LEA/ISD/State Agency -Facility) must:**

1. Retain a copy of the approval letter. Distribute a copy of the approval letter to the candidate